

**ATHENS REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES**  
**Thursday, January 20, 2022**  
**AGENDA**

1. Recognition & Resolutions
2. Call to Order
3. Approval of Minutes, October 21, 2021 Meeting
4. Adopt the January 20, 2022 Meeting Agenda
5. Public Comment
6. Accept the Financial Report FY2022 Q2 prepared by Mamie Fike, Business Manager
7. Regional Reports
  - a. Athens-Clarke County
  - b. Franklin County
  - c. Madison County
  - d. Oconee County
  - e. Oglethorpe County
8. Director's Report (including any Staff Presentations and Communications)
9. Committee Reports
  - a. Personnel Committee
  - b. Policy Committee
  - c. Constitution & By-Laws
10. Old Business
  - a. Chromebooks & Hotspot usage report
  - b. Tutor.com usage report
11. New Business
  - a. Approval of notification of mileage rate increase
  - b. Approve the decision of the Strategic Planning Committee to hire a Consultant based on the recommendation of the Committee
  - c. Approval of Athens Regional Library Systems Holiday Closings 2022
12. Announcement
13. Adjourn

**Next Meeting April 21, 2022 at 3:30 pm**

# **ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES**

## **Minutes of January 20, 2022 Meeting**

Zoom Meeting, 3:30 pm

Meeting was called to order at 3:34 p.m. by Chairman Timmons. Present were Mr. Campbell, Ms. Frey, Mr. Garner, Mr. Lutz, Mr. Rice, Ms. Russell, Ms. Shoemaker, Ms. Terrell, Mr. Timmons, and Mr. Woods. Absent were Ms. Avery, Ms. Hunt, Ms. Norris, and Mr. Shapiro. Staff present were Ms. Bell, Ms. Price, Ms. Shimobi-Obijuru, Mr. Bush, Ms. Mayfield, Ms. Shull, Ms. Schuman, Ms. Green, and Ms. Plaksin.

The Minutes of the October 21, 2021 Board meeting were unanimously approved. (Moved by Mr. Lutz, Seconded by Mr. Garner)

The adoption of the current agenda was unanimously approved. (Moved by Ms. Shoemaker, Seconded by Mr. Garner)

**Public Comment** - None

**Recognitions:** Chair Timmons welcomed Oglethorpe BOT member, Mary Frey, as the newest ARLS Board of Trustees member.

### **Financial Report:**

Financial Report FY2022 Q2, prepared by Mamie Fike, Business Manager.  
Ms. Fike gave the report. She reports revenue at 57% , and expenditures at 51%.  
Financial Report FY2022 Q2 was unanimously approved.

### **Regional Reports**

#### **Athens-Clarke County:**

Ms. Russell gave the report. She reports that the ACCL Board reviewed their Constitution and By-Laws.

The Friends Fall Book Sale was successful. They were able to raise \$16,000.

The Eastside User Group continues to meet and things are progressing as expected.

#### **Franklin County:**

Ms. Shoemaker gave the report. She reports that although they are operating on a tight budget, programming is going very well. There are plans to ask the commissioners for more funds.

Covid had a significant impact on their Friends, but she is happy to report that they are gearing up and becoming more active.

#### **Madison County:**

Mr. Rice gave the report. He reports that Aleta Turner was hired as the new branch manager. Madison County BOT member, Ramona Booth, is in the Comer Rehabilitation Center. Sending well wishes to Ms. Booth would be appreciated. She will need to be replaced on the Board. Mr. Rice reported that three new officers started in June. Ms. Linda Pitts is the new Chair. Ms. Peggy Terrell is the Vice Chair, and Ms. Terri Drake-Floyd is the new Secretary. He was happy to report library card sign ups have increased.

The LED lighting project is complete. The library has better lighting that is more energy efficient.

**Oconee County:**

Mr. Campbell gave the report. He was happy to report that patrons are pleased with all the great programming.

This quarter's meeting was led by Vice Chair, Ms. Rubilien Norris.

Wire Park is coming along and the project is on target. He attended a site meeting in December with Director Bell and Ponder & Ponder.

The FOL February Book Sale will be held at the Oconee Civic Center February 10th - 13th.

**Oglethorpe:**

Mr. Garner gave the report. He announced Ms. Mary Frey will serve as an Oglethorpe representative on the ARLS Board of Trustees. In the past, Ms. Frey served as Oglethorpe FOL President, and has also worked with Meals On Wheels.

The Library held a LiScary Spooktacular Event in October featuring games, crafts, and costumes. It was very popular and well attended.

For the past six months, a local artist provided an art show.

He reports that the Library has partnered with the local Senior Center to host a monthly movie matinee.

Branch Manager, Austin Jenkins, will attend PLA in March. Library Assistant, Laura Lindsay, celebrated her 15th work anniversary.

He was happy to report that their Friends remain very active. In appreciation of the staff's hard work, they gifted them Christmas stockings and tickets to Winter Wonderlights at Botanical Gardens.

**Director's Report:**

Director Bell Introduced Rebecca Ballard as the new Regional Children's Coordinator. Ms. Ballard is an Emerging Leader and Ms. Bell is very excited to have her in this role.

The PLA conference is approaching. We are sending ten members of staff to Portland to attend the conference. The funds will come out of the staff development budget.

The Capital Outlay is complete. Ms. Bell urged the Board to contact legislators and vote yes for our projects.

Ms. Bell gave a Covid update. She informed the Board that Covid cases among staff may cause shortages. The Regional Covid budget has been exhausted. With the recent surge in new Covid cases, we purchased KN95 masks for everyone. The university system sent sanitizing wipes, and they were distributed amongst the branches.

We had a successful, virtual Staff Development Day. Board Chair, Mr. Timmons delivered the opening address and thanks on behalf of the Board of Trustees. We were thrilled to have library renowned security expert, Dr. Steve Albrecht as our guest speaker.

Keir Bridges received the Staff Distinction award, and our IT Department received the Most Valuable Team award.

Ms. Bell informed the Board that we received an IMLS grant to install hearing loops around the Region.

We received six Strategic Plan proposals. We will choose three firms to present to the committee.

### **Committee Reports:**

**Policy** - Mr. Timmons gave the report. He read the Bereavement Policy to the Board. Siblings were mistakenly left out of the policy. Chair Timmons recommended that siblings are added to the Bereavement Policy.

**Personnel** - Mr. Timmons gave the report and stated that it is time for the annual review of the Executive Director. The questionnaire will be sent to all Board members and staff.

**Constitution & By-Laws** - Chair Timmons informed the Board that it is time to review the Constitution and By-Laws. ACCL has assembled a committee to review their Constitution and By-Laws, and the Regional Board will do the same. Chair Timmons may appoint members to help with this task.

### **Old Business:**

- Chromebook and Hotspot Usage Report - Director Bell opened the floor to Assistant Director Sue Plaksin to give a Chromebook and Hotpot update. She reported that 13 Chromebooks and 18 hotspots circulated Region wide. She informed the Board that we are experiencing a problem at ACCL with Chromebooks not returning, although they are disabled once they are a day late. Several are missing.
- Tutor.com Usage Report - Director Bell opened the floor to Assistant Director Trudi Green to give a Tutor.com update. Ms. Green reported that although we are not seeing the usage we would like to see, usage has slightly increased. She reported that students seek the most help for math on Tutor.com. On average, users usually spend approximately 17 minutes on the site. The Library continues to promote the service. Athens will roll out the PLAY card soon, and she expects usage to go up.
  - Ms. Fike added that it is a risk to count on restricted funds to pay for this service.
  - Mr. Lutz asked if we knew how many people were using the service. Ms. Shoemaker asked if we could change our subscription to a monthly subscription.
  - Ms. Green replied that we had a total of 234 sessions. Val added that we can contact Tutor.com and ask if a monthly subscription is an option.
  - Mr. Garner inquired about there being any fees associated with stopping the service and then starting it again.
  - Mr. Lutz asked if anyone thought the school system would pitch in.
  - Mr. Garner and Ms. Terrell replied that they didn't see that happening.
  - Director Bell commented she thinks asking for a 6 month extension would be a good idea. Ms Russell agreed we should ask Tutor.com for an extension because this is still a pilot program.
  - The Board unanimously voted to ask Tutor.com for a 6 month extension.  
(moved by Mr. Campbell and seconded by Mr. Garner) **Action Item**

### **New Business:**

- Approval of notification of mileage increase. Unanimously Approved  
(moved by Mr. Campbell and seconded by Mr. Garner) **Action Item**
- Approval of the decision of the Strategic Planning Committee to hire a consultant based on the recommendation of the Committee. Unanimously Approved  
(moved Mr. Rice, seconded by Mr. Campbell) **Action Item**  
Mr. Lutz informed the Board of the three consultants that were chosen: Fast Forward Libraries, Library IQ, and Rethinking Libraries.  
Val will schedule a time for each to present.

Director Bell added that we need a representative from each county to serve on the steering committee. Ms. Shoemaker volunteered to represent Franklin. Ms Terrell will serve for Madison County. Mr. Garner will serve for Oglethorpe. Mr. Lutz will represent Oconee, and Mr. Mason will serve for Clarke.

- Approval of the Athens Regional Library Systems Holiday Closings 2022. Unanimously Approved (moved by Ms. Shoemaker, seconded by Mr. Woods) *Action Item*

**Action Items:**

- Approval to ask Tutor.com for a six month extension. Unanimously Approved (moved by Mr. Campbell and seconded by Mr. Garner)
- Approval of notification of mileage increase. Unanimously Approved (moved by Mr. Campbell and seconded by Mr. Garner)
- Approval of the decision of the Strategic Planning Committee to hire a consultant based on the recommendation of the Committee. Unanimously Approved (moved Mr. Rice, seconded by Mr. Campbell)
- Approval of the Athens Regional Library Systems Holiday Closings 2022. Unanimously Approved (moved by Ms. Shoemaker, seconded by Mr. Woods)

**Announcements:** Chair Timmons announced that Bill Prokasy and Wally Eberhart have been named Trustees Emeritus. He presented their plaques that will be hung on display in the Library.

**Adjourn:**

With no further business, Chairman Timmons called for adjournment at 4:50pm. (Motioned by Mr. Rice, seconded by Ms. Russell) Unanimously approved

Next Meeting is scheduled for April 21, 2022 at 3:30 pm.



**ATHENS REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES**  
**Thursday, April 21, 2022**  
**AGENDA**

1. Recognition & Resolutions
2. Call to Order
3. Approval of Minutes, January 20, 2022 Meeting
4. Adopt the April 21, 2022 Meeting Agenda
5. Public Comment
6. Accept the Financial Report FY2022 Q3 prepared by Mamie Fike, Business Manager
7. Regional Reports
  - a. Athens-Clarke County
  - b. Franklin County
  - c. Madison County
  - d. Oconee County
  - e. Oglethorpe County
8. Director's Report (including any Staff Presentations and Communications)
9. Committee Reports
  - a. Personnel Committee
  - b. Policy Committee
  - c. Constitution & By-Laws
10. Old Business
11. New Business
  - a. Pass temporary budget FY23 based on FY22 - to operate until the board meets in July
  - b. Accept the FY21 Audit/AUP
12. Announcements
13. Adjourn

**Next Meeting July 21, 2022 at 3:30 pm**

# **ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES**

## **Minutes of April 21, 2022 Meeting**

Multi-Purpose Room A, 3:30 pm

Meeting was called to order at 3:30 p.m. by Vice Chair Harry Rice. Present were Mr. Campbell, Ms. Frey, Mr. Garner, Mr. Lutz, Mr. Rice, Ms. Russell, Ms. Shoemaker, Mr. Shapiro, Ms. Terrell, and Mr. Woods. Absent were Ms. Norris, and Mr. Timmons. Staff present were Ms. Bell, Ms. Price, Ms. Shimobi-Obijuru, Ms. Mayfield, Ms. Shull, Ms. Schuman, Ms. Green, and Ms. Plaksin.

The Minutes of the January 20, 2022 Board meeting were unanimously approved. (Motioned by Mr. Campbell, Seconded by Ms. Terrell)

The adoption of the current agenda was unanimously approved. (Motioned by Mr. Campbell, Seconded by Mr. Shapiro)

**Public Comment** - None

**Recognitions:** Van Burns, our Reflective, Sharing, Learning (RSL) Coordinator, has retired as of March 31. Van has done a great job bringing in all sorts of programs and exhibits. We wish him well in his retirement.

### **Financial Report:**

Financial Report FY2022 Q3, prepared by Mamie Fike, Business Manager.

Ms. Fike gave the report. She reports revenue at 74.98%, and expenditures at 71%.

Financial Report FY2022 Q3 was unanimously approved. (Motioned by Mr. Campbell, Seconded by Ms. Shoemaker.)

### **Regional Reports**

#### **Athens-Clarke County:**

Ms. Russell gave the report. She reports the Spring FOL Book Sale was a success bringing in approximately \$18k.

Capital Outlay gave 2 million for the new East Side Library.

#### **Franklin County:**

Ms. Shoemaker gave the report. She reports that the elementary school is moving out of Royston. They will pay attention to see if this move affects patron visits.

Library staff is very pleased with program attendance, and everyone is looking forward to summer reading.

#### **Madison County:**

Mr. Rice gave the report. He reports that Aleta Turner was hired as the new Branch Manager and Hannah Wolf was hired as the Youth Librarian. Aleta was featured in an article in the Madison County Journal.

He was happy to report that patron visits are up 16%, library card usage is up 26%, and computer usage is up 15%.

The Thinking Money 4 Kids (TM4k) exhibit has attracted a lot of attention! TM4k is a very interactive exhibit that uses fun games and activities to help children understand the function of money in society. The Chamber was very pleased with the exhibit.

**Oconee County:**

Mr. Campbell gave the report. He was pleased to report that the City of Bogart used rescue plan funds to purchase computer products.

Wire Park planning continues. They have received the updated drawings.

Materials cost continues to rise, but they are working through it.

**Oglethorpe:**

Mr. Garner gave the report. He was happy to report an increase in both in-person and self directed programming. The library staff are being incredibly creative.

The library attended the March Madness basketball game. Their attendance was very well received.

A microfiche reader will be purchased in the near future.

**Director's Report:**

Ms. Bell reported the unfortunate news of the passing of State Librarian Julie Walker's mother. We sent Julie a card and a Peace Lily on behalf of ARLS. Julie sent a wonderful thank you note that Ms. Bell presented to the Board.

ARLS received \$53k in LibTech funding that will be spent by the end of the fiscal year. IT Manager, Greg Deal, worked with all the branch managers to understand their needs. Computers across the region will be updated and switches will be purchased.

Director Bell was pleased to announce that both State houses approved the FY23 budget. MMR remained at 2 million as recommended by the House. Wire Park will receive \$200,000.

National Library Week was April 3rd - 9th. This year's theme was "Connect with your Library". It promotes the idea that libraries connect us to technology through broadband access, computers, and other resources.

April 5th was National Library Workers Day. Friends from across the region celebrated staff with appreciation goodies. Ms. Bell extended her sincere thanks to all the Friends.

Ms. Bell was excited to report that the PLAY Card will go live for all ACC public schools on May 9th. The PLAY Card is "fines free". Oconee County Branches have already instituted the PLAY card with wonderful results.

Valerie Bell, Toby Mayfield, Sue Plaksin, and Rita Shoemaker attended Library Legislative day on March 10th. They met with four representatives and gave out gift bags filled with promotional library materials and a 3D printed UGA football jersey celebrating the Dawgs' National Championship win.

Strategic Planning is moving along. The Regional Board will meet with Fast Forward Libraries on 5/26. Director Bell presented a copy of the Strategic Planning timeline to the Board.

Kaptiv8 has started on our new website. Each county will have their own site. Soon, they will have samples of what the new site looks like.



Materials for the hearing loop are on order. Our vendor is suffering from supply issues as the rest of the country, but believes all materials will be in some time in September.

**Committee Reports:**

**Policy** - none

**Personnel** - none

**Constitution & By-Laws** - none

**Old Business:**

none

**New Business:**

- Pass temporary budget FY23 based on FY22.  
(moved by Mr. Campbell, seconded by Mr. Garner) Unanimously Approved. *Action Item*
- Accept the FY21 audit/AUP  
Ms. Fike presented the results of the Audit. We had 2.5 findings.  
(moved by Mr. Shapiro, seconded by Mr. Campbell) Unanimously Approved. *Action Item*

**Announcements:** Director Bell thanked Mamie Fike and the Business Office staff for their work on the Audit.

Ms. Bell thanked the Board and Friends for their dedication, and volunteering their time to keep the library afloat.

**Adjourn:**

With no further business, Vice Chair Rice called for adjournment at 4:02 pm. (Motioned by Ms. Russell, seconded by Mr. Campbell) Unanimously approved.

Next Meeting is scheduled for July 21, 2022 at 3:30 pm.

**ATHENS REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES**  
**Thursday, July 21, 2022**  
**AGENDA**

1. Recognition & Resolutions
2. Call to Order  
3:30 pm
3. Approval of Minutes, April 21, 2022 Meeting  
(motioned by Mr. Campbell, seconded by Mr. Lutz) unanimously approved
4. Adopt the July 21, 2022 Meeting Agenda  
(motioned by Ms. Russell, seconded by Mr. Shapiro) unanimously approved
5. Public Comment - none
6. Accept the Financial Report FY2022 Q4 prepared by Mamie Fike, Business Manager  
(motioned by Mr. Campbell, seconded by Mr. Garner) unanimously approved
7. Regional Reports
  - a. Athens-Clarke County
  - b. Franklin County
  - c. Madison County
  - d. Oconee County
  - e. Oglethorpe County
8. Director's Report (including any Staff Presentations and Communications)
9. Committee Reports
  - a. Finance - none
  - b. Personnel -none
  - c. Policy - none
10. Old Business
11. New Business
  - a. Approval to move Staff Development Day from 11/9 to 11/17  
unanimously approved
  - b. Approval of mileage rate increase  
(motioned by Mr. Campbell, seconded by Mr. Lutz) unanimously approved
  - c. Approval of proposed FY23 budget  
(motioned by Mr. Campbell, seconded by Ms. Russell) unanimously approved
  - d. Reaffirm ALA governing documents  
(moved by Mr. Lutz, seconded by Ms. Shoemaker) unanimously approved
  - e. Review and approve restricted funds  
(motioned by Mr. Campbell, seconded by Ms. Russell) unanimously approved
  - f. Approval of policies
    - Patron Responsibility and Conduct Policy  
(motioned by Mr. Garner, seconded by Mr. Campbell) unanimously approved
    - Meeting Room Policy  
(motioned by Ms. Russell, seconded by Mr. Rice) unanimously approved
    - Public Information Displays Policy  
(motioned by Mr. Rice, seconded by Mr. Russell) unanimously approved w/ edits

- 2022 Reconsideration Process  
Board unanimously agree to redraft policy
  - Bereavement Leave Policy update  
(motioned by Mr. Garner, seconded by Mr. Rice) unanimously approved
  - Collection Management Policy  
Board agree to eliminate "if necessary" from the policy  
(motioned Ms. Russell, seconded by Mr. Lutz) unanimously approved w/ edits
12. Announcements
13. Adjourn  
4:44 pm (motioned by Mr. Garner, seconded by Mr. Campbell) unanimously approved

**Next Meeting October 20, 2022 at 3:30 pm**

#### **Board Actions**

- Approval of 8 hour staff incentive as presented by Assistant Director Toby Mayfield  
unanimously approved
- Approval for groups or organizations outside of ARLS area to pay maintenance fee for MPR use  
(motioned by Mr. Garner, seconded by Mr. Campbell) unanimously approved
- Approval of \$1900 Ryan Dowd staff trainings  
(motioned by Mr. Lutz, seconded by Mr. Woods) unanimously approved
- Approval to use funding in the following ways as outlined in the July Director's Report presented by Valerie Bell
  - \$2,500 Kindful donor software platform
  - \$7,000 restricted account for COVID PPE
  - \$2,250 new laminator
  - \$1,900 Ryan Dowd trainings(motioned by Mr. Campbell, seconded by Ms. Russell) unanimously approved

# **ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES Minutes of July 21, 2022 Meeting**

**Multi-Purpose Room B, 3:30 pm**

Meeting was called to order at 3:30 p.m. by Chair Timmons. Present were Mr. Campbell, Ms. Frey, Mr. Garner, Mr. Lutz, Mr. Rice, Ms. Russell, Ms. Shoemaker, Mr. Shapiro, Ms. Terrell, Mr. Timmons and Mr. Woods. Absent were Ms. Hunt, and Ms. Norris. Staff present were Ms. Bell, Ms. Price, Ms. Shimobi-Obijuru, Ms. Mayfield, Ms. Shull, Ms. Schuman, Ms. Green, Ms. Fike, and Ms. Plaksin.

The Minutes of the April 21, 2022 Board meeting were unanimously approved. (Motioned by Mr. Campbell, Seconded by Mr. Lutz)

The adoption of the current agenda was unanimously approved. (Motioned by Ms. Russell, Seconded by Mr. Shapiro)

**Public Comment** - None

## **Financial Report:**

Financial Report FY2022 Q4, prepared by Mamie Fike, Business Manager. Ms. Fike gave the report. She reports revenue at 100.41%, and expenditures at 97.4%. Financial Report FY2022 Q3 was unanimously approved. (Motioned by Mr. Campbell, Seconded by Mr. Garner.)

## **Regional Reports**

### **Athens-Clarke County:**

Ms. Russell gave the report. She reports that the ACCL Board met last week, and the meeting went well. She was pleased to report that the FOL Spring book sale earned 16k. The East Side User Group continues to meet.

### **Franklin County:**

Ms. Shoemaker gave the report. She was happy to report that they received a grant for their garden.

Sadly, one of the Franklin County Board members has passed away.

The Royston Library is short staffed at the moment, and their Teen and Children's specialist is leaving next month.

### **Madison County:**

Mr. Rice gave the report. He was very pleased to report that all stats are up. The library has a Summer Reading Program for adults and patrons are excited about it.

The Library partnered with the Red Cross for a blood drive. They are also partnering with the Madison County Recreation Department for future programming.

The Library Yard Sale earned \$800.

The program "Thinking Money" was a huge success and received rave reviews. New Madison County Board member Katie Morris will be at the next Regional meeting.

### **Oconee County:**

Mr. Campbell gave the report. He gave an update on Wire Park. Ponder & Ponder made a presentation to the Board, Mayor, and community members. They received feedback and

everyone is very excited. The plan should be completed in September and construction should start next year.

Library programming is doing well. They are advertising more on social media.

They are also coming up with policies that are more cohesive.

### **Oglethorpe:**

Mr. Garner gave the report. He was pleased to report that patron usage is increasing.

Branch Manager, Austin Jenkins had an article in the Oglethorpe Echo where the Summer Reading Program was featured.

The Family movie night program has been very successful. They are excited to continue to offer the program. He encouraged everyone to stop by the library and experience all the great things happening.

The library had a WIOA intern this summer. They were happy to participate in the program.

### **Director's Report:**

Ms. Bell started by telling the Board that after Covid and a hectic Summer Reading Program, she asked Assistant Directors to come up with a way to boost morale, thank the staff and let them know they are appreciated. Assistant Director, Toby Mayfield came up with a great idea. Ms. Bell asked Ms. Mayfield to present her idea to the Board.

Ms. Mayfield addressed the Board. She has come up with an employee appreciation voucher that she hopes will boost morale around the Region, and let all staff know they are appreciated. With Board approval, all staff will receive an 8 hour voucher that can be used anytime for a paid day off (with supervisor approval). All vouchers must be used by June 30 (end of fiscal year). **Action item**

Director Bell continued by giving an update on the website. She presented Board members with an example of the front page of the library's new website. A great part of the website will be the "Support Us" button. This button will be featured on every county's page. Director Bell would like to use a donor platform for donations. The Kindful software platform will support up to 1,000 donors, and costs approximately \$2500 annually. The software will enable us to track donors, send thank you notes, and develop a list of current and past donors. Ms. Bell requested we use restricted funds to purchase the software. **Action item**

Director Bell asked Circulation Coordinator Nike' Shimobi-Obijuru to present the state passes available for check out to the Board. Ms. Obijuru named some of the state passes available to patrons including Zoo Atlanta, Breman Museum Family Pass, Micheal C. Carlos Museum Family Pass, Macon Museum Pass, and others. She asked Board members to spread the word of the many passes available at the libraries throughout the region.

Ms. Bell then asked Assistant Director Trudi Green to give an update on Tutor.com. Ms. Green addressed the Board. She reported that Tutor.com has come to an end. Although usage peaked in February, we were never able to build up a solid user group.

Ms. Bell stated that it is time to reaffirm some of the ALA governing documents. She asked the Board to look over the documents that were shared with them, including The Library Bill of Rights, The Freedom to Read, The Freedom to View, and adopt the "Statement Regarding Censorship", and "Libraries an American Value". **Action item**

The Board of Elections will be using our meeting rooms during our normally scheduled Staff Development Day. For this reason, she would like the Board's approval to move the date from Wednesday, November 9, 2022 to Thursday, November 17, 2022. All libraries will be closed on this day. **Action item**



Strategic Planning continues. She will send out a survey to Board members regarding their specific library. Ms. Bell asked Board members to complete the survey by August 8. Fast Forward Libraries would like to meet with the Regional Board in person or virtually. Mr. Campbell recommended virtually. Ms. Bell will send out a Doodle poll to collect everyone's availability.

Get Library Carded will happen again this year in September for National Library Card Sign-Up month. We are asking local businesses to participate by offering a percentage off for patrons who show their library card. The businesses get recognized in our publicity, and get a sticker to place on the window of their business.

We have noticed an increase in negative patron behavior across the region. There is an online training series recommended by libraries on how staff can better handle difficult situations with patrons. Ryan Dowd, the creator of these online trainings, gives staff the tools and skills they need to serve everyone. Ms. Bell added that she asked Branch Managers if they would like to have this training available to staff, and all have given a positive response. The annual cost is \$1900. *Action item*

Prior to Covid, every two years, there was a trustee training event for all new Board members, and any Board members that may need a refresher. Ms. Bell would like to offer this training again in January or February. Juile Walker, our State Librarian, will conduct the meeting. Please encourage your new members to attend.

Director Bell expressed her concern with staff salaries across the region. She has looked into hiring for a salary study, but is not convinced a salary study would be convincing to local funding agencies. Ms. Bell asked Board members to discuss the salary dilemma with their Boards.

- Mr. Lutz - Can the Strategic Planning Consultants help with the salary problem?  
Ms. Bell - Somewhat.  
Ms. Russell - Staff presentations were effective at the Clarke County town hall meetings.  
Board members should take a temperature check around their county and we will discuss this again at the next meeting.

#### **Committee Reports:**

**Policy** - none

**Personnel** - none

**Constitution & By-Laws** - none

#### **Old Business:**

none

#### **New Business:**

- a. Approval to move Staff Development Day from 11/9 to 11/17  
unanimously approved
- b. Approval of mileage rate increase  
(motioned by Mr. Campbell, seconded by Mr. Lutz) unanimously approved
- c. Approval of proposed FY23 budget  
(motioned by Mr. Campbell, seconded by Ms. Russell) unanimously approved
- d. Reaffirm ALA governing documents



(moved by Mr. Lutz, seconded by Ms. Shoemaker) unanimously approved e. Review and approve restricted funds  
(motioned by Mr. Campbell, seconded by Ms. Russell) unanimously approved f. Approval of policies

- Patron Responsibility and Conduct Policy

Mr. Garner - Were changes made because of a problem?

Ms. Bell - Yes. We made drugs and alcohol a new bullet.

(motioned by Mr. Garner, seconded by Mr. Campbell) unanimously approved - Meeting Room Policy

Ms. Plaksin - The board needs to make a decision on whether or not we should charge a maintenance fee for patrons who live outside of the region and use our meeting spaces.

Mr. Campbell - It is not unreasonable to ask people outside of the region to pay a fee. He has paid a fee to use a meeting room outside of the region.

Ms. Terrell - Should we decide the fee?

Ms. Bell - Each county will.

(motioned by Ms. Russell, seconded by Mr. Rice) unanimously approved

- Public Information Displays Policy

(motioned by Mr. Rice, seconded by Mr. Russell) unanimously approved w/ edits - 2022 Reconsideration Process

Board unanimously agree to redraft policy

- Bereavement Leave Policy update

(motioned by Mr. Garner, seconded by Mr. Rice) unanimously approved

- Collection Management Policy

Board agreed to eliminate "if necessary" from the policy.

(motioned Ms. Russell, seconded by Mr. Lutz) unanimously approved w/

edits **Announcements:** none

### **Adjourn:**

With no further business, Vice Chair Rice called for adjournment at 4:44 pm. (Motioned by Mr. Garner, seconded by Mr. Campbell) Unanimously approved.

Next Meeting is scheduled for October 20, 2022 at 3:30 pm.

### **Board Actions**

- Approval of 8 hour staff incentive as presented by Assistant Director Toby Mayfield unanimously approved

- Approval for groups or organizations outside of ARLS area to pay maintenance fee for MPR use

(motioned by Mr. Garner, seconded by Mr. Campbell) unanimously approved • Approval of \$1900 Ryan Dowd staff trainings

(motioned by Mr. Lutz, seconded by Mr. Woods) unanimously approved • Approval to use funding in the following ways as outlined in the July Director's Report presented by Valerie Bell

- \$2,500 Kindful donor software platform
- \$7,000 restricted account for COVID PPE

- \$2,250 new laminator
  - \$1,900 Ryan Dowd trainings
- (motioned by Mr. Campbell, seconded by Ms. Russell) unanimously approved

**ATHENS REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES**  
**Thursday, October 20, 2022**  
**AGENDA**

1. Recognition & Resolutions
  - Resignation of ARLS BOT members Alice Hunt and Harry Rice.
  - Introduction of new ARLS BOT Member Donna Quick and Katie Morris
2. Call to Order - 3:35 pm
3. Approval of Minutes, July 21, 2022 Meeting - Motioned by Ms. Russel, seconded by Ms. Norris
4. Adopt the October 20, 2022 Meeting Agenda - Motioned by Ms. Terrell, seconded by Mr. Woods
5. Public Comment - none
6. Accept the Financial Report FY2023 Q1 prepared by Mamie Fike, Business Manager
  - Motioned by Ms. Terrell, seconded by Ms. Norris
7. Regional Reports
  - a. Athens-Clarke County
  - b. Franklin County
  - c. Madison County
  - d. Oconee County
  - e. Oglethorpe County
8. Director's Report (including any Staff Presentations and Communications)
9. Committee Reports
  - a. Finance
  - b. Personnel
  - c. Policy
10. Old Business
  - a. Review Constitution and ByLaws
    - Reviewed and approved by BOT October 2, 2022
11. New Business
  - a. Review and approve policies: Unanimously approved
    - Surveillance Policy - Motioned by Ms. Terrell, seconded by Ms. Russell
    - Talking Book Center Policy (removal) - Motioned by Ms. Norris, seconded by Ms. Shoemaker
    - Reconsideration of Materials policy - Motioned by Ms. Shoemaker, seconded by Ms. Norris
  - b. Approve FY23 calendar, scheduled closings - Motioned by Ms. Russell, seconded by Ms. Terrell
  - c. Approve Staff Development Day 2023 closing - Motioned by Ms. Russell, seconded by Ms. Terrell
  - d. Nominating Committee for officers - With no objection, Chair Timmons will appoint new officers. A vote will be taken at the January meeting.
  - e. Ratify ARLS FY22 Signature Authority document - Motioned by Mr. Woods, seconded by Ms. Russell
  - f. Review and approve the Calm App - Motioned by Ms. Russell, seconded by Mr. Woods
  - g. Allocate \$8,000 from grant writing fund to pay for Calm - Moved by Ms. Shoemaker, seconded by Mr. Woods
12. Announcements - none
13. Adjourn - 4:34 pm, Motioned by Ms. Norris, seconded by Ms. Russell

**Next Meeting January 19, 2023 at 3:30 pm**

# **ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES Minutes of October 20, 2022 Meeting**

**Multi-Purpose Room B, 3:30 pm**

Meeting was called to order at 3:35 p.m. by Chair Timmons. Present were Ms. Norris, Ms. Morris, Ms. Russell, Ms. Quick, Ms. Shoemaker, Ms. Terrell, Mr. Timmons, and Mr. Woods. Absent were Mr. Garner, Mr. Shapiro, Ms. Frey, Mr. Lutz, and Mr. Campbell. Staff present were Ms. Bell, Ms. Price, Ms. Mayfield, Ms. Josey, Ms. Schuman, Ms. Green, Ms. Fike, and Ms. Plaksin.

Chair Timmons instructed the Board to proceed without quorum, and hold any Board actions until quorum was present.

**Recognitions and Resolutions** - Chair Timmons introduced new ARLS BOT members Donna Quick of Franklin County, and Katie Morris of Madison County.

The Draft Minutes of the July 21, 2022 Board meeting were unanimously approved. (Moted by Ms. Russell, Seconded by Ms. Norris)

The adoption of the current agenda was unanimously approved. (Moted by Ms. Terrell, Seconded by Mr. Woods)

**Public Comment** - None

## **Financial Report:**

Financial Report FY2023 Q1, prepared by Mamie Fike, Business Manager. Ms. Fike gave the report. She reports revenue at 25.49% , and expenditures at 24%. Board members were presented with a hard copy of the financial report.

Ms. Fike informed the Board of her resignation and expressed what a pleasure it has been working for ARLS. Chair Timmons thanked her on behalf of the Board and gave her well wishes.

Financial Report FY2023 Q1 was unanimously accepted. (Moted by Mr. Campbell, Seconded by Mr. Garner.)

## **Regional Reports**

### **Athens-Clarke County:**

Ms. Russell gave the report. She reports that the ACCL Board met last week, and the meeting went well. New officers were elected. She was pleased to report that the Friends were able to complete the booksale after the bedbugs situation. Cafe Au Libre' is back and going well.

### **Franklin County:**

Ms. Shoemaker gave the report. She was happy to report that the county raised their budget by 15k. The library has welcomed a few new employees. Programming is going very well.

### **Madison County:**

Ms. Morris gave the report. Branch Manager, Aleta Turner has been doing outreach at the

Madison County Senior Center. The library has also started an inclusive bookclub. The “tween” programming, Stemfternoons, is going very well. The children are always very excited. The library hosted a very successful back to school event. In July, the library hosted a covid clinic with free covid tests.

**Oconee County:**

Ms. Norris gave the report. She reported that the Bogart FOL bookstore has closed, and they do not have a new location at this time. The Oconee book sale was very successful, and they are looking forward to the next sale in February.

Ponder & Ponder presented their final plan to the city. They're hoping to publish a bid in October 2022. They are happy that the cost of materials are slowly dropping. The Board is discussing naming opportunities and donor options. A groundbreaking ceremony is scheduled for sometime in December.

**Oglethorpe:**

Not present

**Director's Report:**

Ms. Bell gave the report. Board training will be offered in February. The training session will acclimate new Board members and explain the roles and responsibilities of the Library Board of Trustees. The training is usually approximately two hours and dinner will be provided. A doodle poll will be sent to secure a date that is convenient for most members to attend. All members are encouraged to attend.

Staff Development Day will be held on November 17. The theme this year is “Building Our Future Together”. Our Keynote speaker will be Miguel Fugeroa, President and CEO of Amigos Library Services, and former Director of ALA's Center of the Future of Libraries. Ms. Bell invited all Board members and Friends to attend.

Ms. Bell gave an update on the Watkinsville and Eastside branch projects. Both projects are moving along, but the cost for both projects have risen substantially since the first MRR and Capital Outlay were submitted. She informed the Board that she has submitted additional requests for State Capital Outlay of \$2 million. Legislative Day is coming up in February or March, and Ms. Bell explained the importance of attending to advocate for additional funding. Ms. Bell urged as many Board members as possible to attend, and start contacting local and State legislators now. We will try to get a bus for Legislative Day.

A virtual board retreat for strategic planning will be held on November 2.

The webpage redesign is taking a little longer than anticipated. We are hoping to have it completed by the end of the year.

Director Bell stated that in an effort to ensure a healthy and safe work environment, we now offer Ryan Dowd training webinars to all staff. The webinars cover a variety of topics, but mainly focus on how to handle difficult customer situations. Kepro and the Employee Assistance Program will still be available, and with the approval of the Board, the Calm app as well. Ms. Bell asked Assistant Director, Sue Plaksin to explain the Calm app to the Board. Ms. Plaksin addressed the Board. She shared that the Calm app is a meditation app that allows staff to invest in self care anytime, 24 hours a day, at their convenience. The app offers meditations, sleep stories, focus music, masterclasses, and much more. If approved, the app would be available to every employee and their family. Many libraries use it. Ms.

Plaksin added that this would be a good opportunity to show staff that the library system cares about their well being. Ms. Bell added that she is requesting the Board's approval to move grant restricted funds to cover the cost. (Action Item)

Ms. Bell asked the Board to review/approve several policies. Members were presented with hard copies of each policy; Video Surveillance Policy, an updated Request for Reconsideration Policy with sample letters, and the Talking Book Center Policy that no longer exists. The Board was asked to do away with the Talking Book Policy because it is no longer needed. (Action Item)

#### **Committee Reports:**

**Finance** - none

**Policy** - Ms. Shoemaker stated that the committee suggests approval of the policies presented.

**Personnel** - none

#### **Old Business:**

Review of Constitution and Bylaws - Chair Timmons opened the floor for any points of discussion. There were no suggested amendments. Ms. Russell stated that Ms. Price should add "reviewed October 20,2022" to the dates at the top of the documents.

#### **New Business:**

- a. Review and approve policies: Unanimously approved.  
Surveillance Policy - Motioned by Ms. Terrell, seconded by Ms. Russell  
Talking Book Center Policy (removal) - Motioned by Ms. Norris, seconded by Ms. Shoemaker  
Reconsideration of Materials policy - Motioned by Ms. Shoemaker, seconded by Ms. Norris
- b. Approve FY23 calendar, scheduled closings - Motioned by Ms. Russell, seconded by Ms. Terrell
- c. Approve Staff Development Day 2023 closing - Motioned by Ms. Russell, seconded by Ms. Terrell
- d. Nominating Committee for officers - With no objection, Chair Timmons will appoint new officers. A vote will be taken at the January meeting.
- e. Ratify ARLS FY22 Signature Authority document - Motioned by Mr. Woods, seconded by Ms. Russell
- f. Review and approve the Calm App - Motioned by Ms. Russell, seconded by Mr. Woods
- g. Allocate \$8,000 from grant writing fund to pay for Calm - Moved by Ms. Shoemaker, seconded by Mr. Woods

**Announcements:** none

#### **Adjourn:**

With no further business, Chair Timmons called for adjournment at 4:34 pm. (Motioned by Ms. Norris, seconded by Ms. Russell) Unanimously approved.

Next Meeting is scheduled for January 19, 2023 at 3:30 pm.

#### **Board Actions**



- Approval of Video Surveillance Policy
- Approval of Request for Reconsideration Policy
- Approval to remove the Talking Book Policy
- Approval of FY23 calendar of scheduled closings
- Approval Staff Development Day 2023 closing
- Approval to ratify ARLS FY22 Signature Authority document
- Approval of the Calm App
- Approval to allocate \$8,000 from grant writing fund to pay for Calm